



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA**  
**1903 HATFIELD STREET**  
**FORT HUACHUCA ARIZONA 85613-7000**


**13 MAY 2005**

ATZS-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 145 – Selection and Promotion Policy for Positions GG-12 and Above

1. POLICY. The Delegation of Classification Authority (DCA) given to my military directors and their senior civilians added position management and fiscal responsibility to their management role. I am further delegating the responsibility for the review and approval of selections made by their subordinate supervisors for positions at grades GG-12 and 13.
2. PROCEDURE. Military directors will work with the Civilian Personnel Advisory Center (CPAC) to establish procedures to be used within their directorates for the approval and routing of selection packages and personnel actions for accretion of duty promotions, grade band promotions, and temporary promotions at grades GG-12 and 13 being requested by their subordinate supervisors. Procedures should ensure that the supervisor be required to provide sufficient justification to support the recommended action.
3. Directors may redelegate this responsibility to their senior civilians having DCA.
4. The establishment or grade increase of any position into a GG-14 or higher within the US Army Intelligence Center and Fort Huachuca requires my review and approval.
5. PROPONENT. Civilian Personnel Advisory Center, 533-3374.

  
BARBARA G. FAST  
Major General, USA  
Commanding

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